



City of Scottsdale  
**Current Planning Services**

**STAFF APPROVAL**  
Application and Submittal Requirements

**Project Number:** \_\_\_\_\_ - PA - \_\_\_\_\_

**Coordinator:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_ **Parcel Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Quarter Section:** \_\_\_\_\_ - \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Applicant E-mail:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Owner E-mail:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_

**Request:** \_\_\_\_\_

**Associated Case Number(s):** \_\_\_\_\_

***No application shall be accepted by the Development Services "One-Stop Shop" without all information in above section and without all items marked below.***

**SUBMITTAL REQUIREMENTS**

- ☐ **Completed Application (this form) and Application Fee -- \$71.00**
- ☐ Context Aerial and/or Site Location Map
- ☐ Maricopa County Assessor's Parcel Map with site location highlighted
- ☐ Narrative describing nature of request.
- ☐ Property Owner's authorization.
- ☐ Homeowners/Property Owners Association approval (if applicable).
- ☐ Photographs of site – including all areas of change.
- ☐ Site plan indicating extent and location of additions, buildings, and other structures. This site plan shall indicate dimensions of existing and proposed structures, sidewalks, or driveways as well as any required setbacks.
- ☐ Floor plan(s) of additions, alterations, or new structures. The floor plan shall be dimensioned and clearly delineate existing and proposed construction.
- ☐ Landscape plan indicating location of existing and new plants, location and dimensions of paving, a plant palette with names, symbols, sizes, spacing & quantities, and open space/landscaping calculations.
- ☐ Elevation drawings of new additions, buildings, or other changes with materials and colors noted and keyed to material samples.
- ☐ Material samples - color chips, awning fabric, glazing, etc.
- ☐ Conceptual grading & drainage plan showing existing & proposed drainage flows, channels, & retention.
- ☐ Other: \_\_\_\_\_

**Please Note:** After review by Project Coordination staff, it may be determined that this request requires approval by the Development Review Board through the public hearing process. Any fees paid shall apply toward the fee for this process. **If approved at staff level, this approval expires twelve (12) months from date of approval if a permit is required but has not been issued.**

**Planning and Development Services Department**

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